



CITY OF BEAVERTON
Community Development Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTED: _____ **LWI DESIG:** _____
LAND USE DESIG: _____ **NAC:** _____

DEVELOPMENT APPLICATION- TEMPORARY USE NON-PROFIT EVENT

APPLICANT: *Use mailing address for meeting notification.* *Check box if Primary Contact*

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: *Check box if Primary Contact*

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): *Attach separate sheet if needed.* *Check box if Primary Contact*

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
_____	_____	_____
_____	_____	_____
_____	_____	_____

BUSINESS NAME: _____

EXISTING USE OF SITE: _____



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TEMPORARY USE

TEMPORARY NON-PROFIT EVENT SUBMITTAL CHECKLIST

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed copy** of this one page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project. In the written statement, please provide:
- ☐ Individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - ☐ Length of time the structure(s) are proposed to remain on site.
 - ☐ Type of building(s) to be used.
 - ☐ Detailed description of the proposed use.
 - ☐ Verification of non-profit status.
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton
- ☐ **E. SITE PLAN:** Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- ☐ property lines
 - ☐ vision clearance areas
 - ☐ proposed sales area or building
 - ☐ existing buildings on site
 - ☐ surrounding development adjacent to the proposed use
 - ☐ existing and proposed parking areas and their access

I have provided all the items required by this one (1) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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TYPE 1 NON-PROFIT EVENT - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Non-Profit Event shall address compliance with all of the following Approval Criteria as specified in 40.80.15.5.C.1-9 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Non-Profit Event application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The proposal is operated by a non-profit organization registered with the State of Oregon pursuant to Chapter 65 of the Oregon Revised Statutes or is operated by a public agency.
- ☐ 5. The proposal is located entirely within public or private property within a commercial, industrial, or multiple use zoning district and the applicant has written permission from the property owner to utilize the subject property for the proposal.
- ☐ 6. The proposal is located on a public right-of-way within any of the Regional Center and Town Center Multiple Use Zoning Districts and the applicant has written permission from the City.
- ☐ 7. Safe vehicle and pedestrian circulation is provided consistent with Section 60.55 (Transportation Facilities) of this Code.
- ☐ 8. The proposal does not involve use of a permanent structure.
- ☐ 9. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.